

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Contract Coordinator	Job Family: 2
General Classification: Professional	Job Grade: 26

Definition: To plan contract maintenance activities within the Facilities Section of the Public Works Department; to create objectives, priorities, budgets and schedules to maintain appearance and operational efficiency of City-owned buildings and related fixtures and furnishings; and to procure and administer maintenance services for painting, roofing, flooring, electrical, elevator, plumbing, alarm systems and similar facilities, assets and infrastructure.

Supervision Received and Exercised: This single-classification position receives direction from the Facilities Maintenance Supervisor; and may exercise indirect supervision over assigned technical, mechanical and clerical personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Establish schedules and methods for preventive maintenance of City-owned buildings.
2. Develop specifications for contract maintenance activities and evaluate and select competitive bids for services.
3. Estimate resources needed for maintenance work and remodeling projects.
4. Prioritize, assign, supervise and review the work of contractors involved in the repair and maintenance of City-owned buildings and related fixtures and furnishings.
5. Coordinate work for facilities-related capital improvement projects.
6. Review building plans to ensure long-term maintenance concerns are considered in City construction projects.
7. Perform condition assessments of City facilities to identify needs for asset replacement and develop annual and five-year preventive maintenance and asset replacement schedules.
8. Evaluate facilities for energy efficiency and develop projects to reduce energy consumption.
9. Monitor and control project and contract expenditures, using the City's financial management and facilities maintenance management systems.

10. Answer questions and provide information to the public, and investigate and recommend corrective action as necessary to resolve complaints.
11. Work with City departments to define the scope, approach, cost and schedule for facilities projects.
12. Perform other duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of building maintenance; maintenance practices of plumbing, sheet metal, electrical, carpentry, masonry, flooring, security and similar infrastructures; equipment, tools, materials, methods and techniques used in facility maintenance management; computerized maintenance management and energy management systems; principles of preventive maintenance, planning and scheduling; principles and practices of budget development and management; principles and practices of purchasing and contracting administration; principles and practices of safety management; and pertinent local, State and Federal laws, ordinances and rules.

Ability to: Organize, implement and direct long-term facilities maintenance, including establishing an effective preventive maintenance program; estimate time and material cost of building repair and reconstruction, and read blueprints and schematic drawings; develop, interpret and explain pertinent City and department policies and procedures related to building maintenance and repair; assist in the development and monitoring of an assigned operating and capital project budget; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; supervise and inspect the work of contract personnel for compliance with City standards; and develop long-term building plans and track maintenance history.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Equivalent to a high school diploma, supplemented by education in construction engineering or management through a vocational training program or an accredited college. Four years of experience in the construction or building trades, including two years of supervisory experience or contract management.

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Page 3

Required Licenses or Certificates: Possession of a valid California Class C driver's license.

Established July 2005

CLASS SPECS

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